

## **Going for an Interview**

Once a person has gotten ready for an interview, he/she should keep a few things in mind to help the interview go smoothly.

1. Never take your mother, or anyone else, to an interview with you.
2. Be on time or a little early.
3. Be polite. You are trying to impress them. You should keep being polite even if you think things aren't going well.
4. Answer the questions you are asked honestly and simply. Stay on the topic. Avoid talking about yourself, your family and friends, or old jobs unless you are asked to.
5. If the interviewer asks you if you have any questions, ask the ones you have written ahead of time unless they have already been discussed. Don't ask questions about how much money you are going to make, benefits and vacation time. These questions can be saved until the job is offered to you. Then, you can ask them before you decide whether or not to take the job.
6. Keep your eyes on the interviewer during an interview. Avoid looking at the floor, at the ceiling or around the room. And, above all, don't look at and try to read papers on the interviewer's desk. If the interviewer wants you to see something on his/her desk, he/she will hand it to you.
7. Try to stay as calm as you can. It is normal to be nervous during the interview.
8. You will usually shake hands with the interviewer at the beginning of the interview and sometimes at the end. Shake hands firmly while you look at the interviewer and smile. Practice your handshake with others prior to the interview.
9. Don't chew gum or eat candy during an interview.
10. Be ready to answer questions (see common interview questions handout).
11. At the end of an interview, most interviewers will either tell you that they will be in touch or that you should check back with them. Don't be upset if you aren't hired on the spot. That usually doesn't happen. If you aren't given an idea about when or how you will know if you got the job, ask something like this, "When do you plan to make a decision?" and "Shall I check back with you?"

12. You will know when the interview is over because the interviewer will give you a sign such as saying, "Thank you for your time," and standing up. You should say, "Thank you" and leave at this time. Don't try to make the interview last longer.
13. If you are told at the interview or later (by phone) that you are not going to get the job, be as polite as you can be. You never know when another job might open up with the same company. Also, you never know whom that interviewer might talk to. Being rude might hurt you more than you know.
14. Don't give up if you do not get hired right away. Persistence usually pays off. Just keep trying different jobs.
15. Following an interview for a job you would like, a follow-up letter should be sent. The follow-up letter should thank the interviewer for his/her time; your strongest selling points should be stated and you should indicate your desire to work for the company.